

PROCESS CONTROL ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Process Control Analyst position exists is to handle all technical aspects of the overall operational and maintenance of the CAP Water Treatment Plant, Water Campus and the Gainey Ranch Water Reclamation Facilities. This position receives limited supervision from the Water/Wastewater Treatment Facility Manager.

ESSENTIAL FUNCTIONS

Plans, organizes, directs and reviews all technical activities related to the Water and Wastewater Treatment Facilities. This includes 8 mgd and 1.7 mgd water reclamation, 11 mgd microfiltration, 6 mgd reverse osmosis and 22 mgd CAP water treatment facilities.

Facilitates the successful application of technology to advanced water and wastewater treatment facilities.

Writes, interprets, evaluates and installs specialized software necessary to operate and maintain treatment facilities.

Develops, recommends and oversees the application of techniques and methods in various process controls to increase the efficiency of the facilities operations.

Reviews comprehensive reports and provides detailed information and recommendations to the Water/Wastewater Treatment Plant Manager.

Works with the Water/Wastewater Treatment Manager to prepare the annual operating budget for the CAP Water Treatment, Water Campus and Gainey Ranch Facilities.

Implements and evaluates new and/or modified enhancements to existing process control techniques.

Reviews all plans for upgrades, new construction projects and replacement projects that effect the operation of the facilities.

Provides solutions in the more difficult technical or public relations problems. Conducts facilities tours as required.

Conducts technical in-service training for employees on all aspects of the treatment facilities.

Reviews operation and maintenance processes through on the job inspections, conferences and reports.

Provides advice on future systems improvements deemed necessary to dispose of expected increases in wastewater flows.

Reviews and studies the operating expenditures of the facilities and either makes corrections directly or provides detailed recommendations to the Water/Wastewater Treatment Manager.

Prepares and submits reports of activities and findings.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Laboratory practices required to properly evaluate treatment processes such as BOD, DO PH, JAR TEST, CL2 RESIDENTIAL, TURBIDITY, COD, COLOR, HARDNESS, TSS, TDS, FECAL COLIFORMS, TOTAL COLIFORMS.

Chemical, physical and biological processes used in the water and wastewater treatment processes such as coagulation, flocculation, settling, sedimentation, filtration, disinfection, microfiltration, reverse osmosis and activated sludge.

Ability to:

Meet all State of Arizona OSHA guidelines and requirements applicable to water and wastewater treatment facilities.

Operate a variety of equipment requiring continuous or repetitive arm-hand movements.

Walk up and down stairs and over rough terrain.

Communicate effectively with the public in the explanation of federal, state and local regulations and requirements.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Enter data or information into a terminal, PC or other keyboard device.

Communicate effectively both verbally and in writing.

Listen and communicate effectively with a diverse group of people.

Prioritize schedule and work tasks and complete work within specified time periods and deadlines.

Education & Experience

Any combination of training and experience equivalent to 7 years of operation and maintenance of advanced, complex water and/or wastewater treatment facilities including 2 years at supervisory and/or technical engineering level. Experience and/or training with advanced water treatment systems such as microfiltration and reverse osmosis is required. Technical training and/or college courses in water and/or wastewater technology, biology, chemistry or sanitary engineering is preferred. Experience with advanced computerized systems utilized in water and wastewater treatment facilities is desirable. Experience in mechanical and electrical trouble shooting is helpful.

Grade IV Certifications from the Arizona Department of Environmental Quality in Water and Wastewater Treatment is required.

A valid Arizona Driver's License and no major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified

